

TOWN OF MANSFIELD  
COMMUNICATIONS COMMITTEE  
NOVEMBER 17, 2008  
CONFERENCE ROOM C

Members present: Aline Booth, Leila Fecho, Toni Moran, Richard Pellegrine

Staff present: Jamie Russell

Members absent: Joyce Crepeau, Patrick McGlamery and Bill Powers

Approval of minutes: Minutes of November 3 meeting were not available to be approved.

Public comment: No public, no comment

Chairmen's report: The chair informed the committee that she had conversations with Joyce Crepeau and that Joyce had been ill and thus could not attend the Nov. 3 meeting. She also indicated that she would be attending the Nov. 17 meeting between the Council and Board of Education. She would bring a report to the next Communications committee meeting about her experience at the joint meeting. The Chair also reported that she would be having conversations with Bill Powers.

Comparable towns: The Chair had a response from Windsor, CT. It was reported that Windsor has a full time Communications Director and their program costs are about \$240,000. They have a full time television function in that town that not only broadcasts meetings, but also hosts a call-in program, highlights special events, etc. The original installation of this program was about \$20,000. The Windsor director will be sending materials to the committee to look over. Windsor's top town officials compose their communications committee, and they are able to coordinate town programs with the view of establishing priorities for their town. The Windsor program director also reported that there was good cooperation between the business community and local government. A highlight of the Windsor program was their "Citizen's Academy" which invites community members to attend to learn information about their town.

Old Business: Aline Booth brought copies of the Town council's Budget Calendar from last year. It was discovered that there are many steps in the budget process that starts with retreats held by the Council, a presentation of the Town Manager's budget, and numerous committee hearings with town agencies. Communications will have an opportunity in the coming meetings to suggest ways to make the process, either in segments or as a whole, more accessible to the public. At its December meeting our Town Manager will be present to discuss the budget.

New Business: Jamie Russell presented a proposed meeting calendar for next year. It will be an agenda item at our next meeting.

It was decided to set the agenda for the next meeting at the end of each meeting. The proposed agenda for our December meeting is:

- Call to Order

- Approval of minutes (Two sets)

- Public Comment

- Old Business:

  - Town Manager

  - Calendar for 2009

- New Business

  - Discussion of Windsor material

- Agenda for Next Meeting

Meeting adjourned at 8:35 pm.

Respectfully submitted,

Richard Pellegrine, Secretary pro tem